Letters, letters, letters☺

1. Handwritten letters are still used today and will frequently appear on the OGT. They will typically give you several lined pages to:
   1. Write a rough draft on that is not graded
   2. A page or two that is graded
2. Today you are going to write another letter:
   1. Page 1 is the rough draft
   2. Page 2 is the final copy
3. There are two prompts below. Choose one to write about.
   1. If you do not have enough space on the template provided, you may write on notebook paper.
   2. Write neatly
   3. Space words and write large enough to make your letter easy to read
      1. Example: Iliketosmile or I like to smile
      2. Example: Ilike tosmile or I like to smile
      3. Example: Iliketosmile or I like to smile
      4. Example: I like to smile or I like to smile
4. Access letter writing sites to help you write properly.
   1. <http://englishplus.com/grammar/letrcont.htm>
   2. <http://www.usingenglish.com/resources/letter-writing.php>

Prompts for your letters.

1. The town council has decided to build a swimming pool and place it by Roscoe Roof Park. You think it should be by the school so you could take swimming for one of your physical education classes. Write a letter to the council explaining your reasoning for wanting the pool by the school.
2. The school superintendent is looking for ways to save money due to reduced state funding. Write a letter to the superintendent explaining ways you believe the school could save money to the help the district stay fiscally sound.

Note: On the template the signature is on the left. This is more frequently located to the right side of the page. Feel free to change it. You may also change the first address block to the left side to make everything left justified. This is also acceptable. See the above internet sites for examples.